

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit Operations Transportation Engineering and Evaluation 401 West Peachtree, N.W. 23rd Floor Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG - 9 1977 77-250 AUG 15 1977	
4. Person to Contact Edward Harden		5. Working Title Chief of Evaluation	6. Telephone Number 586-5329
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1971 Present	9. Records Series Title (followed by title used in office, if different) Transportation Service Request File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? This Division researches, schedules and coordinates with the Transportation Division for all bus and rail services, both scheduled and Special Services, such as Charter, Sight-Seeing, Contract, E&H, Tripper, etc. This Division monitors the utilization of the services, reschedules for appropriate usage levels, and reports all resulting operational statistics. This Division has major responsibility for actualization of the Short-Range Transit Improvement Program, both capital and service elements. Also, TE&E represents DTO on most subject areas that require input from various responsibility areas, (for example, TMIS, Fare Collection, Rail Start-Up, etc.) and performs all research dealing with operational subjects.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Requests for bus/rail transportation services Included are: Letters of request from individuals, groups and businesses; and MARTA's responses. File is arranged: By bus route affected, and alphabetically by last name of requestor			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 20 ; Seven to twelve months old 1 ; Thirteen to twenty-four months old 1 ; twenty-five months and older 0 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers 1 ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
N/A	X	d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. COPY ATTACHED
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>25</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

By request of the Division Director

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other service request has been resolved; then

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) When service request has been resolved, place in inactive file; cut off inactive file at end of each calendar year; hold in current files area 1 year; then transfer to Records Center; hold 24 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved Department Records Management Officer <i>William E. Gallie</i> Date <i>8/2/77</i>	Approved Legal Counsel <i>Wayne Crowder</i> Date <i>8/3/77</i>
Approved Division Head/Designee <i>Michael C. York</i> Date <i>8/3/77</i>	Approved Division of Audit <i>William T. Carasile</i> Date <i>8/4/77</i>
Approved Department Head/Designee <i>Michael C. York</i> Date <i>8/3/77</i>	Approved Department of Archives and History <i>Carroll Hunt</i> Date <i>8-12-77</i>
Approved Records Management Analyst <i>Douglas M. Hani</i> Date <i>7/24/77</i>	Approved MARTA Management Advisory Committee <i>Carroll Hunt</i> Date <i>8-12-77</i>